

INDIANA DEPARTMENT OF TRANSPORTATION

INTER-DEPARTMENT COMMUNICATION



Standards Section -- Room N642
Writer's Direct Line:
(317) 232-5347



December 21, 1999

DESIGN MEMORANDUM No. 99-19 **TECHNICAL ADVISORY**

TO: **All Design, Operations, and District Personnel, and Consultants**

FROM: **/s/Scott Herrin for**
Richard L. VanCleave
Design Policy Engineer
Contracts & Construction Division

RE: **Contract Specific Standard Drawing Index Preparation**

EFFECTIVE: **All Lettings After May 1, 2000**

SUPERSEDES: **Procedure Memo No. 2**

Beginning with the May 2000 letting, there will be changes in the way that contract specific standard drawing indexes are prepared. The changes are summarized below.

1. **Adoption of New English Standard Drawings**—The new English Standard Drawings become effective with the May 2000 letting. Standard drawing indexes for all contracts prepared in English units must refer to the new drawings.
2. **Contract Specific Standard Drawing Index Format**—Contract specific standard drawing indexes for all contracts should be prepared on 8-1/2" X 11" sheets of paper to be included in the Contract Information Book. Plan sheets should not be used to list standard drawings that are included in contracts.
3. **Standard Drawing Electronic Master Index**—Now that the lists of English and metric standard drawings are identical, the master standard drawing index can be used to prepare contract specific indexes for all contracts. The master index is posted on the internet at www.state.in.us/dot/TS/standards/drawings/index.html. Designers should submit a hard copy and an electronic copy of the contract specific index with the Tracings submittal.

If you have any questions regarding the contract specific standard drawing index procedure, please do not hesitate to contact me. If you have any questions related to the use of the electronic master index, please contact Maan Omran at (317) 233-2097.

RLV/jgj

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